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<div>Division of Forensic Science</div> <div>QUESTIONED DOCUMENTS PROCEDURES MANUAL</div>	Amendment Designator:
	Effective Date: 1-April-2003
<div>2 MAINTENANCE AND CALIBRATION OF EQUIPMENT</div> <p>2.1 Each piece of equipment should have its own maintenance log; however, a single log will suffice for a system involving a number of components. Logs shall be used to document any routine maintenance, cleaning, adjustments, repairs or other like activity. An entry should be made to record the date any new piece of equipment is put into service. Microscope logs may also be combined if it is more convenient. If combined, log entries should reference the particular scope by serial number or DFS internal numbering system.</p> <p>2.2 None of the instruments currently in use within the Document Section require any formal calibration. The bench mounted Ames micrometers can be easily ‘zeroed’ by the operator before each use, although even this procedure is not of absolute necessity since our measurements are generally relative in nature, meaning that we are generally only concerned with whether two pieces of paper have a similar (or different) thickness, regardless of what the actual thickness may be. The micrometer will be of use in making this determination, regardless of whether it is reading true zero while at rest.</p> <p>2.3 Instructions for performing a test of the Electrostatic Detection Apparatus are detailed in the section covering <i>Indented Writing</i> examinations.</p> <p>2.4 Any malfunctioning of the VSC-2000 Video Spectral Comparator or the DOYA Infrared (IR) Video Analyzer should be readily apparent to the operator. Notwithstanding this, in order to ensure that the instrument(s) is functioning satisfactorily, a function test shall be performed each time the instrument(s) is used on a case. The sample specimens provided by the manufacturer of the VSC shall be used to test either instrument. The manufacturer of the VSC has supplied a number of sample specimens; however, only those necessary to establish that the instrument is functioning properly need be used. Test results shall be recorded in the case notes as “Function Test – Positive (pos., +)” or “Function Test – Negative (neg., -)”. A “Negative” test result will require the instrument be taken out of service until the specific problem is corrected.</p> <div>◆End</div>	